



WOLLONGONG COLLEGE AUSTRALIA

A College of the University of Wollongong

General English

Upper Elective Academic Skills

(CRICOS course codes: 057131G, 057140F)

Student Course Outline

Module 1

ITC Education Ltd trading as
Wollongong College Australia
CRICOS 02723D
ABN 14105312329

Academic Skills - Modules 1 - 3

Broad aims of the course

The Academic Skills elective [AS] is designed to provide students with the opportunity to learn about the Australian culture and environment and to prepare for more formal academic study. To this end, students are provided with opportunities to acquire language skills and to practise them in appropriate academic contexts. Students are encouraged to develop analytical thought and independent learning.

Course structure

AS is a full-time program of 20 hours per week with each cycle being of 5 weeks duration.

Elective	Hours per week	Minimum weeks
Academic Skills 1	20 hrs Total: 100 hours per cycle	5 weeks

Attendance

Refer to the Student Handbook for attendance requirements

Prerequisites and articulation

All students sit a WCA placement test on entering the College.

It is expected that students satisfactorily pass the ES3 final exam or be assessed as ready for AS according to the WCA placement test. Students can enter Academic Skills at the beginning of a module or progress through the modules when an appropriate language level is reached. The Reading and Writing elective is considered a preparatory elective for AS. Module 3 is a necessary component for students planning to study in the advanced level EAP program and Foundation Studies.

Progression to a 15 week ETS or FSP3:	a 50% pass in Module 3 and a 50% pass in writing
Progression to Foundation Studies:	a 60% pass in the final Academic Skills Module 3 exam and a 60% pass in writing
Progression to the ETS 10 week course:	a 60% pass in their Academic Skills Module 3 exam and a 60% pass in writing
Progression to English for Business:	a 60% or higher result in both Academic Skills Module 3 exam and a 60% pass in writing

Course description

The Academic Skills course focuses on the skills required for students to enter the advanced level EAP program: English for Tertiary Studies, English for Business or Foundation Studies. AS is a skills-based course with language, speaking, listening, reading, writing and research components.

AS consists of three modules, which are presented through the topics outlined below. Teachers will be required to focus on one of the topics in each cycle. Assessment in each module is also based on these topics and includes listening, speaking, reading and writing.

	Module 1	Module 2	Module 3
Series 1	Endangered animals	Education	Health
Series 2	Tourism	Media	Aid
Series 3	Environment	Energy	Population

Students are expected to maintain a folder of homework and class exercises, which should be submitted if requested by the class teacher or Program Manager. This folder can be used for evaluation of a student's work.

Specific objectives – Modules 1 - 3

Reading

At the end of this course students should be able to:

- skim and scan.
- understand the relationships within and between sentences and paragraphs, reference back, predict and identify meanings from a text.
- read prescribed texts and orally retell them.
- be aware of the differences between various kinds of written texts according to their purposes.
- read, make and take notes, write a summary of a text.
- show awareness of the appropriate use of cause and effect. comparison and contrast and sequence markers.

Writing

At the end of this course students should be able to:

- write grammatically in English, with an ability to write simple sentences and with reasonable control of complex sentence structures.
- write a summary of a text, and make and take notes.
- show awareness of the appropriate use of cause and effect, comparison and contrast and sequence markers.
- Write short explanation and argument essays

Speaking

At the end of this course students should be able to:

- communicate effectively in the classroom with other students and the teacher.
- read prescribed texts and orally retell them.
- give a powerpoint or in-class presentation

Listening

At the end of this course students should be able to:

- listen to a short talk or video and retell or write a short piece based on the listening.
- listen to a 10 minute talk or short video and answer a series of questions based on the talk/video.
- listen to a short lecture and take notes, then complete a writing task based on the notes.

Dictionary Skills

Students are encouraged to buy *The Cobuild Student's Dictionary*, 1996, New Edition, Harper Collins, London.

At the end of this course students should be able to use dictionaries as an aid to:

- editing.
- checking pronunciation
- checking parts of speech
- looking for synonyms

Study Skills

At the end of this course students should be able to:

- develop an opinion based on class discussion and individual reading.
- collect and organize information in order to complete prescribed tasks, e.g. an essay or seminar.
- manage personal study time.
- complete out of class assignments and homework on time.

Correction Code

Students need to become familiar with the College's correction code. The code:

- allows students to write and/or word process an improved second draft of essays or paragraphs.
- facilitates peer and group editing tasks.
- enables students to identify errors follow up on weaknesses.

Assessment

Assessment is continuous throughout the course. A final exam held at the end of Module 3 is used to determine student progression to other WCA courses. The assessment components of each module are detailed in the course outline.

Course Outline for Module 1

Language features

The following language features will usually be covered throughout the course.

- parts of speech
- simple present tense
- recognising simple, compound and complex sentences
- writing simple and compound sentences
- cause and effect sentences with cause and effect verbs and noun groups
- features of noun groups and clauses
- using gerunds in noun groups
- cause and effect sentences with conjunctions and connectors
- simple present passives
- prepositional phrases
- substitutionary subjects (there / it)
- countable and uncountable nouns (their use with articles, pronouns and determiners)
- 0 and 1st conditionals
- use of punctuation (comma, colon, semi-colon in simple, compound and complex sentences)

Weekly Outline

Variations to lesson content may occur depending on the needs of the group, as long as the course objectives are met.

Week One

Introduction to parts of speech
Introduction to simple sentence structure and word order
Introduction to cause and effect verbs and noun groups
Building sentences and analysing their structure
Analysing a writing task, brain storming and planning an answer
Listening to a lecture and notetaking
Reading for main ideas <ul style="list-style-type: none">• skimming• scanning
Retelling of a reading
Vocabulary and spelling extension and practice
Introduction to the phonemic chart and pronunciation practice

Week Two

Revision and consolidation of work covered in week 1
Building sentences and analysing their structure
Reading for specific information
Using context to guess meaning of unknown words
Using an English dictionary
Dictogloss / word stress / staging markers
Using impersonal subjects, there is, it is etc.
Countable and uncountable nouns
Using articles
Subject verb agreement
Speed reading practice
Short vowel sounds
Lecture listening practice
Discussing an academic topic with a partner
Linking short vowel sounds with spelling
Vocabulary and spelling extension

Week Three

Revision and consolidation of work covered in week 1 and 2
Introduction to paragraph writing
Writing topic sentences and supporting ideas
Analysing sentence structures
Paragraph reading <ul style="list-style-type: none">• Understanding paragraph structure• Looking for topics• Looking for main ideas
Simple present passives
Lecture listening practice
Speed reading practice
Presenting academic ideas to a small group
Long vowel sounds
Linking long vowel sounds to spelling
Vocabulary and spelling extension

Week Four

Revision and consolidation of work covered in week 1, 2 and 3
Expressing opinions on an issue
Dictogloss: <ul style="list-style-type: none">• Listening for key words• Listening for thought groups
Cause and effect sentences using conjunctions and connectors: because, so, as, because of
Using the '0' and 1 st conditionals to express cause and effect
Lecture listening practice
Speed reading practice
Vocabulary and spelling extension
Practice tests for Module I exam
Revision and consolidation of the topic
Giving a short talk on an academic topic

Week Five

Revision and consolidation of work covered in Module 1
Assessment tasks: <ul style="list-style-type: none">• 2 – 3 minute presentation related to the class topic• writing an explanation paragraph• reading comprehension task• mini lecture
Introduction to Module 2

Assessment for Academic Skills Module 1

Continuous assessment

Assessment is continuous throughout the course. 20% of the final mark will be awarded for continuous effort in homework (5%), maintenance of an Academic Skills folder of work (5%), class participation, including attendance and punctuality (5%), and achievement of 50% or more in weekly vocabulary assessments (5%)

Assessments for module 1

An explanation paragraph
A reading exercise
Listening assessment
Speaking assessment
Continuous assessment

The time allocated to end of cycle testing in Module 1 is 2 hours.

Students are required to achieve a pass mark of 50% in Module 1 before they progress to Module 2.

It is a requirement of the Education for Overseas Students Act 2000 (ESOS) that international students remain on a full time study load. This is defined by the National English Language Accreditation Scheme as 20 contact hours per week for English programs.

As a condition of their student visa, international students must maintain a minimum rate of 80% attendance in every cycle. A minimum of 80% attendance is also required to maintain satisfactory course progress. Students whose attendance is not at least 80% may not be considered to have attended enough hours of tuition to have 'completed' their course and may be reported to immigration.

There is an end of cycle WCA 1-6 Student Report assessing the four macro skills. This report is to be completed for all finishing students.

Assessments - Academic Skills Module 1

<u>Task</u>	<u>Due</u>	<u>Weighting</u>	<u>Time</u>	<u>Pass mark</u>
Listening mini lecture	Week 5	20%	30 minutes	50%
Reading reading task	Week 5	20%	30 minutes	50%
Writing paragraph (approx. 100 words)	Week 5	20%	40 minutes	50%
Speaking presentation	Week 5	20%	2 to 3 minutes	50%
Continuous assessment (homework, participation, folder of work, vocabulary)		20%		

Marking criteria for paragraph writing:

Paragraph structure (topic sentence, topic development including supporting facts and examples)	20%
Ideas (showing evidence of reading and a good knowledge of the topic)	30%
Language (including sentence structure, grammar, vocabulary, spelling and punctuation)	50%

Marking Guidelines

WCA best practice is that students can normally expect to have assessment tasks handed back within two weeks, and before the next assessment task is due. On occasion there may be exceptions to this time frame due to, for example, the size of the task, the size of the class, teacher illness or teacher leave.